

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 1/18/2018 3:53:42 PM  
**To:** Grantham, Nancy [Grantham.Nancy@epa.gov]  
**CC:** Packard, Elise [Packard.Elise@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** FW: Update on Agency Lapse Planning  
**Attachments:** Draft Communication Template to Notify Employees of the Status of Approp....docx; ATT00001.htm

This was the template they discussed. Will look thru my files for the one I think we altered the other year.

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**From:** Showman, John  
**Sent:** Monday, December 04, 2017 1:32 PM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>  
**Subject:** FW: Update on Agency Lapse Planning

See below in yellow

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**From:** Bloom, David  
**Sent:** Friday, December 01, 2017 6:06 PM  
**To:** Greaves, Holly <greaves.holly@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Fwd: Update on Agency Lapse Planning

Sent from my iPhone

Begin forwarded message:

**From:** "Kinneen, Kelly A. EOP/OMB" **Personal Matters / Ex. 6**  
**Date:** December 1, 2017 at 5:46:02 PM EST  
**To:** "Kinneen, Kelly A." **Personal Matters / Ex. 6**  
**Cc:** "Andreasen, Jessica" **Personal Matters / Ex. 6**  
**Subject:** Update on Agency Lapse Planning  
**Reply-To:** "Andreasen, Jessica A." **Personal Matters / Ex. 6**

Dear colleagues,

Thank you for joining the agency lapse call this afternoon. Three follow-ups:

- As discussed on the call, the draft communication template to notify employees of the status of appropriations is attached. **As noted on the call, please do NOT send out this notification until you receive explicit directions from OMB to do so.** If you plan on tailoring the message, please send any edits or comments to your RMO by COB Monday. Once the template is finalized for your agency, please take the steps to be ready to send a notice out to your staff, but again, do NOT send anything out until you hear from us.

- If you have submitted your updated agency lapse plan and have resolved any outstanding issues with your RMO contact, you may post your plan on your agency website at this time. Once you've posted your plan, please send the link to OMB at [Section124plans@omb](mailto:Section124plans@omb) Personal Matters / Ex. 6 if you are unclear about the status of OMB review of your plan, please contact your RMO Examiner.
- If your agency receives questions regarding the potential lapse in appropriations, please either direct them to the OMB communications office or work with us on coordinating the response. We can be reached at [media@omb](mailto:media@omb) Personal Matters / Ex. 6

Best regards,  
Kelly